



**CITY OF ATLANTA  
DEPARTMENT OF FINANCE  
BUREAU OF TREASURY**



Phone number 404.330.6270

Fax number 404.658.7150

e-mail: [closingpayoffbox@atlantaga.gov](mailto:closingpayoffbox@atlantaga.gov)

**Pay-off Request Form**

**\*\* REQUESTS WILL BE PROCESSED WITHIN 48 HOURS \*\***

**TO BE COMPLETED BY CLOSING ATTORNEY / MORTGAGE COMPANY**

FIRM / COMPANY NAME \_\_\_\_\_ ACCT # \_\_\_\_\_  
PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_  
DATE NEEDED \_\_\_\_\_ CONTRACT CLOSING DATE \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ PARCEL ID# \_\_\_\_\_

*Please make check(s) payable to the City of Atlanta, 55 Trinity Avenue, S. W. Suite 1350, Atlanta, Georgia 30335.  
Please submit separate check(s) for Demolition Payoff.*

SALE \_\_\_\_\_ REFINANCE \_\_\_\_\_ FORECLOSURE \_\_\_\_\_ TITLE SEARCH \_\_\_\_\_

SANITARY SERVICE CHARGES \_\_\_\_\_ LIENS AND DEEDS \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ SELLER(S) NAME \_\_\_\_\_  
SUBDIVISION \_\_\_\_\_ SELLER(S) MAILING ADD \_\_\_\_\_  
PURCHASER(S) NAME \_\_\_\_\_

**TO BE COMPLETED BY THE CITY OF ATLANTA FINANCE DEPARTMENT**

PRINCIPAL AMOUNT	PENALTY / INTEREST	FIFA	TAX YEAR	AMOUNT DUE	LIEN AMOUNT

**Amount Good Through** \_\_\_\_\_ **Total Due \$** \_\_\_\_\_

**Account Status:**    **Current** \_\_\_\_\_    **Delinquent** \_\_\_\_\_

**PLEASE BE ADVISED THAT THE CHARTER OF THE CITY OF ATLANTA PROVIDES THAT CHARGES FOR THE DISPOSAL OF GARBAGE AND TRASH, "IF UNPAID, SHALL CONSTITUTE A DEBT, WHICH SHALL BE SUBJECT TO A LIEN AGAINST ANY PROPERTY SERVED, WHICH SHALL BE ENFORCEABLE IN THE SAME MANNER, AND UNDER THE SAME REMEDIES, AS LIEN FOR CITY PROPERTY TAXES.**  
(SECTION 1-102(26))